# **Absence – Working Employees**

 Adding absence for followup appointments/test during scheduled work hours

### **Absence:**

## To be Edited by Managers

#### ADDING AN ABSENCE FOR A FOLLOW UP APPOINTMENT **OR TEST**

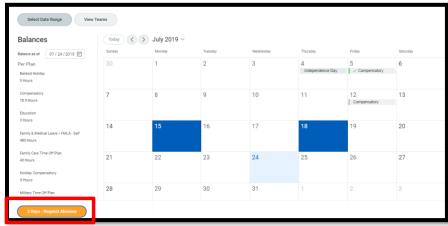




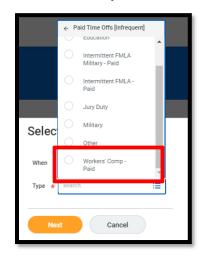
Select Request Absence.



- Select the date(s) of the absence.
- Select Request Absence.



5. Click on ≡ in the Type field > Paid Time Off [Infrequent] > Workers' Comp - Paid.



- Then click **Next**.
- 7. Review the date(s) and Edit Quantity Per Day to adjust the number of hours per day you will be taking off.



8. Then click **Submit**. This will go to manager and HR Partner to review & approve.



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Note: If you are eligible for FMLA, then your HR Partner will put Intermittent FMLA on your Absence calendar as well and report this time to the Reed Group.

You have successfully entered absence for Workers' Comp appointments/ test. If you have questions, please reach out to the safety partners and / or your HR Partner.

